



GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject:	<i>Security Procedures for Accounts Payable Roles in ProcureAZ</i>	Issued:	06/29/2012
Manual Section(s):	N/A	Effective:	07/01/2012
Supersede(s):	N/A	Page:	1 of 4

TO: Technical Bulletin Administrators Accounts Payable Personnel Procurement Personnel All Agencies	FROM: D. Clark Partridge State Comptroller
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AUTHORITY

A.R.S. § 41-703	Duties of director
A.R.S. § 41-722	Powers and duties relating to finance

DEFINITIONS

AFIS: The Arizona Financial Information System. Arizona State Government's principal automated accounting system.

AP: Accounts Payable; a term applied to the money owed to vendors for products or services and the processes related to discharge of such amounts owed.

AP User: A ProcureAZ role that allows one to initiate a payment to a vendor.

AP Supervisor: A privilege granted to an AP User allows one to approve a payment to a vendor.

Form GAO-96PAZ: A form entitled, "ProcureAZ Accounts Payable (AP) Security Authorization Form," used to request that one be granted the AP User Role and/or AP Supervisor privileges.

GAO: General Accounting Office; a division of the Arizona Department of Administration.

GAO Security: The unit within the GAO responsible for the administration of certain types of application security.

He/him/his: For brevity and clarity, masculine singular pronouns are used throughout. Feminine or plural pronouns may be substituted, as appropriate.

Inquiry: The role in ProcureAZ that allows its holder to view information and transactions, but not to add, change or delete transactions.

Internal control: A process that includes among its goals the deterrence of fraud.

Privilege: A right to perform certain functions.

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ProcureAZ: The statewide automated procurement system.

Role: Within ProcureAZ, a role determines which functions a user is able to access and which processes he may perform. In general, roles involved with procurement and purchasing are granted by SPO, while roles involved with payments are granted by the GAO.

Security: The general state of reduced risk or the processes related to the mitigation of risk.

SPO: State Procurement Office; a division of the Arizona Department of Administration.

User: One granted access to or having the ability to perform certain functions in ProcureAZ.

INTRODUCTION

In an effort to improve statewide efficiency by streamlining operations, a new level of integration between ProcureAZ and AFIS is being implemented as of July 1, 2012. This integration allows those with appropriate roles in ProcureAZ to initiate and approve payments to be issued by AFIS.

Because procurement and payment involve different types of internal control issues, security for these processes is handled by different organizations. Security related to most procurement functions is administered by SPO or an agency to which SPO has granted appropriate authority; security related to payment functions is administered by GAO Security.

This technical bulletin sets forth the policies and procedures necessary to acquire the ability to initiate and/or approve payments within ProcureAZ and take advantage of the newly supported integration.

POLICIES & PROCEDURES

1. Security for ProcureAZ functions other than those related to the initiation or approval of payments is administered by SPO or an agency to which SPO has granted appropriate authority.
2. Security for ProcureAZ function related to the initiation or approval of payments is administered by GAO Security.
3. The specific functions in ProcureAZ related to the initiation or approval of payments are:
 - a. The AP User role, which enables a user to initiate payments to a vendor.
 - b. The AP Supervisor privilege, which enables an AP User to approve payments to a vendor.

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4. A payment can be neither initiated nor approved unless the following conditions have been met:
 - a. The relevant purchase order has been approved in ProcureAZ.
 - b. The relevant purchase order has been transmitted to a vendor (i.e., the status of the purchase order in ProcureAZ shows "sent").
 - c. A receipt, relevant to the transaction, has been recorded in ProcureAZ for an amount greater than or equal to the amount of payment being initiated or approved.
5. Approved payment data will be transmitted from ProcureAZ to AFIS. AFIS will subsequently issue a payment to a vendor, provided that other conditions necessary to effect a disbursement (sufficient cash and spending authority, etc.) have been met.
6. To request the role of AP User or AP Supervisor privileges, a properly completed Form GAO-96PAZ must be forwarded to GAO Security; the Form GAO-96PAZ is available on the GAO Website at <http://www.gao.az.gov/onlineforms/default.asp>.
 - a. Before the role of either AP User or AP Supervisor may be granted, the user must have a valid ProcureAZ Login ID and Password. ProcureAZ Login IDs and Passwords are issued by SPO or an agency to which SPO has granted appropriate authority.
 - b. A User's ProcureAZ Login ID is typically his State of Arizona work email address.
7. Once the role of AP User has been granted, an applicant will lose all other roles and privileges except that of Inquiry.
8. Calls concerning this policy may be directed, as appropriate, to:
 - a. ProcureAZ Helpline: 602.542.7600, procure@azdoa.gov.
 - b. GAO Security: 602.542.5600, gaosecurity@azdoa.gov.

ON-LINE AVAILABILITY

Copies of all Technical Bulletins and many GAO Forms are available for viewing and downloading from the General Accounting Office Website located at:

<http://www.gao.az.gov>

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AREAS IMPACTED

All State agencies that use ProcureAZ.

CONTACTS

If you have any questions concerning this Technical Bulletin, please contact your GAO Liaison. You may also e-mail questions or comments concerning State policy and procedure to us at:

gaopolicy@azdoa.gov